

**JOB POSTING**  
**Full-time Volunteer Coordinator**  
August 12, 2016



**Volunteer Coordinator:** This position is responsible for developing, implementing, and coordinating all volunteer activities within Ministry with Community, Inc. ("MwC"), a daytime shelter and resource center serving people who struggle with poverty, homelessness and mental illness. This includes providing effective recruitment, training, development, and recognition of volunteers. As a part of the Development Team, the Volunteer Coordinator plays a critical role in facilitating communication and cooperation between staff, volunteers, members (those we serve), donors, and the community.

**Hours:** 40 hours/week. Occasional weekends and evenings.

**Requirements:**

1. Bachelor's degree preferred, or equivalent experience in a similar role
2. Enthusiastic leader who has the ability to, and enjoys working with, a diverse population
3. Ability to articulate the services and needs of MwC in writing and through public speaking
4. Ability to work between 10am and 3pm on December 25<sup>th</sup> to coordinate Christmas Day activities
5. Understanding and compassion toward people experiencing homelessness, poverty, substance abuse, and mental illness

**Core Competencies:** Must demonstrate competence in the following areas: Approachability; Compassion; Directing Others; Interpersonal Savvy; Effective Communication; Planning; Organization; Time Management; Computer Competency (Microsoft Office, database experience).

**Responsibilities:**

1. Volunteer recruitment, scheduling, training, tracking and recognition:
  - Reaches out to and answers questions from potential volunteers; conducts volunteer orientation on a regular basis; matches potential volunteers with the proper volunteer opportunity; trains or arranges training for volunteers; tracks volunteers and hours; coordinates volunteer recognition efforts; develops and maintains relationships with volunteers
2. Community outreach:
  - Represents MwC at community events and recruitment opportunities; engages community groups
3. Development team:
  - Works closely with Executive Director, Development Coordinator and Executive Assistant to develop and execute fundraising plans, appeals, and events

**Salary & Benefits:** \$27-30,000 per annum commensurate with qualifications plus benefits

This position has some special requirements including mandatory drug screening.

**To apply:** Please submit written letter of interest and resume to Rob Oakleaf, Executive Director, 440 N. Church Street, Kalamazoo, MI 49007 or email: [office@ministrywithcommunity.org](mailto:office@ministrywithcommunity.org).

**Deadline:** August 26, 2016